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## NATIONAL INTELLIGENCE SURVEY

## STANDARD INSTRUCTIONS

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McGraw-Hill

## NATURE, PURPOSE, AND SCOPE OF THE NIS PROGRAM

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BEGGERS' BOOK

CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

CONTINUATION

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## *Nature, Purpose, and Scope of the NIS Program*

### **Authority for the NIS Program**

The National Intelligence Survey (NIS) Program was established pursuant to National Security Council Intelligence Directive No. 3, 13 January 1948. This directive provides that:

An outline of all basic intelligence required by the Government shall be prepared by the Central Intelligence Agency (CIA) in collaboration with other appropriate agencies.

This outline shall be broken down into chapters, sections, and subsections which shall be allocated as production and maintenance responsibilities to CIA and those other Government agencies best qualified by reason of their intelligence requirements, production capabilities, and dominant interest to assume these responsibilities.

This basic intelligence shall be compiled and continuously maintained in National Intelligence Survey to cover foreign countries, areas, or broad special subjects, as appropriate.

The NIS shall be disseminated in such form as may be determined by the Director of Central Intelligence (DCI) and the agencies concerned.

The DCI shall be responsible for coordinating the production and maintenance and for accomplishing the editing, publication, and dissemination of the NIS and shall make such requests on the agencies as are necessary for the proper development and maintenance of the NIS.

Departments or agencies to be called on for contributions to this undertaking may include agencies other than those represented permanently in the Intelligence Advisory Committee (IAC).

### **Basic Concepts of the NIS Program**

The NIS is a concise digest of basic intelligence required by the Department of Defense for strategic planning and high level operational planning, and by the Department of State for use in formulating and executing U.S. foreign policy. It also serves other Government agencies which require it for the accomplishment of their missions. In general, the intelligence contained in NIS is concerned with the relatively permanent features and fundamental characteristics of a country, area, or broad special subject, and covers such fields as the geographical, political, economic, military,

scientific, and sociological aspects of the country or area or the fundamental aspects of the broad special subject.

The NIS Program has two phases: 1) the initial production of NIS on countries or areas in accordance with JCS priorities and Intelligence Agency capabilities and 2) the continuous maintenance of such NIS.

The objective of the first phase is to produce integrated basic intelligence studies of all pertinent aspects of the countries or areas within the limits of available information and intelligence on countries or areas.

The objective of the second phase is to keep up to date the basic intelligence contained in the published NIS, to fill gaps in this intelligence, and to improve the presentation of material in NIS originally produced. It is the responsibility of agencies having dominant interest to place each NIS element actively on a maintenance basis as soon as the element has been initially produced. This phase of the program is to continue indefinitely. Revisions will be published as required.

Both phases of the NIS Program require an over-all collection effort covering all important foreign countries and areas of the world simultaneously.

If information is available to undertake an NIS of lower priority than one on which adequate material is not available, the NIS of lower priority will be produced and will not be held in abeyance pending the availability of material for the NIS of higher priority.

While the aim of the collection effort will be to enable the production of complete and reliable published NIS, it must be recognized that the production and maintenance program requires information in greater detail than the intelligence which appears in the published NIS.

New information will be continuously processed so that the intelligence on hand will be constantly up to date and ready for use.

The NIS Program must be flexible in order to meet the basic intelligence requirements of the Joint Chiefs of Staff. To this end it may be necessary to produce and disseminate separate chapters or sections of any NIS.

## Standard Instructions for NIS

The *Standard Instructions for National Intelligence Surveys* contain outlines of basic intelligence requirements, allocations of responsibility for production, and instructions for the production of this intelligence. These *Standard Instructions* were prepared by a joint committee of representatives of the Director of Central Intelligence and the Chiefs of Intelligence Agencies of the Departments of State, the Army, the Navy, and the Air Force; were concurred in by the Intelligence Advisory Committee; and were approved by the National Security Council.

The outlines and outline guides are so drafted as to cover all the basic intelligence aspects of the most complex foreign country or area. However, the appropriate treatment of any topic included in the outlines and outline guides is determined by the sense in which and the extent to which that topic applies to the particular country or area under consideration. Thus, the outlines and outline guides should be adapted to the country or area on which the NIS is being produced.

The *Standard Instructions* prescribe the basic procedures to be followed in producing and maintaining all NIS. They cannot, however, cover all contingencies. Hence, when cogent reasons exist, the instructions may be modified or supplemented to permit appropriate treatment of any topic.

## Content of an NIS

An NIS is divided into chapters, each of which treats a major functional aspect of the country or area under consideration. These chapters are divided into sections, each of which treats a major subdivision of the field covered by the chapter. The section is so designed as to permit it to serve as the basic unit of production and maintenance and so enhance the flexibility of the NIS Program. The NIS chapters are as follows:

Chapter	I	Brief
Chapter	II	Military Geography
Chapter	III	Transportation and Telecommunications
Chapter	IV	Sociological
Chapter	V	Political
Chapter	VI	Economic
Chapter	VII	Scientific
Chapter	VIII	Armed Forces
Chapter	IX	Map and Chart Appraisal

Certain topics involving numerous details are given general treatment in appropriate sections of NIS chapters and full treatment in supplements. Supplements are prepared only if the topic in question is sufficiently important in an NIS Area to warrant this detailed treatment. There are, at present, the following five supplements:

NIS Supplement No. I Ports and Naval Facilities  
 NIS Supplement No. II Air Facilities  
 NIS Supplement No. III Telecommunications

NIS Supplement No. IV Urban Areas  
 NIS Supplement No. V Petroleum

The Special NIS on Marine Climate and Oceanography divides the world sea areas into ocean basins. These ocean basins are further subdivided into Parts, each of which is comparable to a chapter in the other NIS. The production unit is a Part, each of which will consist of three sections. Ocean basins are designated as follows:

NIS 104	Atlantic Basin	12 Parts
NIS 105	Pacific Basin	12 Parts
NIS 106	Indian Basin	4 Parts
NIS 107	Arctic Basin	1 Part
NIS 108	Antarctic Basin	1 Part

A gazetteer will be published for each NIS Area.

The geographic areas covered by the NIS are generally defined by political boundaries. In CHAPTERS II (Military Geography), however, areas are determined in terms of natural geographic units.

In some instances, it is desirable to define the geographic area in terms of natural boundaries. For example, since the Iberian Peninsula, including the approaches into the Pyrenees from France, forms a natural geographic concept, it should be considered geographically as a whole. Thus, the geographic treatment of this area would serve as CHAPTER II for both NIS Portugal and NIS Spain.

Conversely, the area included within political boundaries may be so extensive as to embrace several natural geographic units. Examples of such areas are the U.S.S.R. and China. CHAPTERS II for these areas would consist of several Parts, each treating a natural geographic unit.

In addition, it will be necessary to transcend political boundaries in many instances in order to obtain comprehensive treatment of certain functional aspects, such as transportation and ports and naval facilities; and such procedure should be followed wherever necessary.

The scope of each chapter, supplement, and Special NIS is outlined in detail under the Outline Guides in this volume. Chapter and section outline guides in general include initial comments relative to content of the unit as a whole which are not repeated but are pertinent to the detailed outlines for individual sections and subsections. The following standard definitions apply explicitly to CHAPTERS II-IX and by implication to CHAPTER I:

a) The first section of each chapter is uniformly entitled Introduction. This section is not a summary of the basic intelligence contained in the remainder of the chapter or an explanation of the organization of the chapter. Rather, it presents an analysis of the basic intelligence contained in the chapter. It also presents general aspects which cannot be treated adequately elsewhere in

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the chapter. For example, the organization and functions of the high command are covered in SECTION 80 (Introduction to CHAPTER VIII, Armed Forces) because this topic cannot be adequately treated in the subsequent sections of CHAPTER VIII. The chapter outline guides indicate the nature and scope of the treatment to be accorded the Introduction of each chapter.

b) The first subsection of each section is uniformly entitled General. This subsection is provided to permit a proper approach to the treatment of material contained in the remainder of the section.

c) The last subsection of most sections is uniformly entitled Comments on Principal Sources. This subsection is to serve the following purposes:

To provide an evaluation of the principal source material used in preparing the section and thereby inform the user of the general credibility to be accorded the intelligence contained in the section.

To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

### Summary of agency functions

#### 1. GENERAL

Where one agency is responsible for a section of a chapter or a subsection of a section which is being coordinated by another agency, working level liaison shall be maintained. All communications of a policy or requirements nature to the agency preparing the section or subsection will be passed through intelligence command channels.

In all instances working level coordination among agencies concerned will include the following:

Exchange, where applicable, of drafts of completed draft sections in order to resolve inconsistencies among sections and detect gaps in over-all coverage.

Informal coordination in compiling specific subsections which are assigned as the responsibility of one agency but impinge upon the field of interest of another.

#### 2. NIS COMMITTEE

The NIS Committee consists of representatives of the Director of Central Intelligence and the Chiefs of the Intelligence Agencies of the Departments of State, the Army, the Navy, and the Air Force. The representative of the Director of Central Intelligence is *ex officio* chairman of the committee. It also includes an advisory member from the Joint Staff who shall be thoroughly familiar with the basic intelligence requirements of the Joint Chiefs of Staff (JCS), keep the JCS informed of the progress of the NIS Program, and

keep the NIS Committee informed of changes in the JCS requirements.

The NIS Committee performs the following functions:

Considers and recommends for Intelligence Agency approval over-all policies for the NIS Program.

Determines the scope and treatment of each NIS to be produced.

Allocates responsibility for production and maintenance of NIS in accordance with the intelligence requirements, production capabilities, and dominant interest of the Intelligence Agencies concerned.

Establishes NIS production and maintenance schedules based upon JCS priorities and agency capabilities.

Promulgates procedures and instructions for the preparation, review, editing, and submission of NIS contributions.

Recommends to CIA measures necessary for the coordination of the NIS Program.

#### 3. CENTRAL INTELLIGENCE AGENCY

The Central Intelligence Agency performs the following functions:

Provides over-all coordination of the NIS Program.

Produces those elements of NIS allocated to it for production by the NIS Committee.

Furnishes certain common services which can best be done centrally.

Edits NIS contributions, provides advisory substantive review, and arranges for the publication of NIS.

Disseminates NIS in accordance with Intelligence Agency agreements.

#### 4. IAC AGENCIES

The IAC Agencies (State, Army, Navy, and Air Force) perform the following functions:

Provide a member and alternate members of the NIS Committee. This member represents, and speaks for, the Chief of the Intelligence Agency of the Department from which he is accredited.

Produce and maintain the NIS elements which have been allocated by the NIS Committee as production responsibilities.

Implement collection effort which may be required for NIS production and maintenance.

#### 5. NON-IAC AGENCIES

The non-IAC Agencies perform the following functions:

Produce and maintain portions of NIS when explicitly assigned that responsibility by the NIS Committee or by an Intelligence Agency with the approval of that Committee.

Furnish Intelligence Agencies with material for integration into NIS by those agencies.

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### ALLOCATION OF RESPONSIBILITY FOR PREPARATION OF NIS

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## ***Allocation of Responsibility for Preparation of NIS***

*Neither the following allocations nor any interpretation thereof shall negate the basic principle that each department is responsible for the production of that intelligence which is responsive to its departmental mission.*

**CHAPTER I—BRIEF**

- Section 10—Introduction
- 11—Strategic Significance of the NIS Area
- 12—Military Geography
- 13—Transportation and Telecommunications
- 14—Sociological
- 15—Political
- 16—Economic
- 17—Scientific
- 18—Armed Forces
- 19—Map and Chart Appraisal

**JOINT EFFORT COORDINATED BY CIA**

- CIA
- CIA (with joint assistance)
- Army (with joint assistance)
- Army (with joint assistance)
- State (with joint assistance)
- State
- State (with joint assistance)
- CIA (with joint assistance)
- Army (with joint assistance)
- CIA (with joint assistance)

**CHAPTER II—MILITARY GEOGRAPHY**

- Section 20—Introduction
- 21—Military Geographic Regions
- 22—Coasts and Landing Beaches
- 23—Weather and Climate
- 24—Topography
- 25—Urban Areas

**ARMY—CHAPTER COORDINATOR**

- Army (with joint assistance)
- Army
- Navy (with Army assistance)
- Joint Meteorological Committee
- Army
- Army

**CHAPTER III—TRANSPORTATION AND TELECOMMUNICATIONS**

- Section 30—Introduction
- 31—Railway
- 32—Highway
- 33—Inland Waterway
- 34—Petroleum Pipeline (treated in Sub-section 62, C and Supplement V)
- 35—Ports and Naval Facilities
- 36—Merchant Marine
- 37—Civil Air
- 38—Telecommunications

**ARMY—CHAPTER COORDINATOR**

- Army (with joint assistance)
- Army
- Army
- Army
- Joint Army-Navy
- Navy
- Air Force (with Navy participation)
- Army

**CHAPTER IV—SOCIOLOGICAL**

- Section 40—Introduction
- 41—Population
- 42—Characteristics of the People
- 43—Religion, Education, and Public Information
- 44—Manpower
- 45—Health and Sanitation
- 46—Public Welfare

**STATE—CHAPTER COORDINATOR**

- State
- State (with Army assistance)
- State
- State
- State
- Army
- State

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## ALLOCATIONS

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## CHAPTER V—POLITICAL

- Section 50—Introduction
- 51—The Constitutional System
- 52—Structure of the Government
- 53—Political Dynamics
- 54—Public Order and Safety
- 55—National Policies
- 56—Intelligence and Security
- 57—Subversive
- 58—Propaganda
- 59—Biographies of Key Personalities

## STATE—CHAPTER COORDINATOR

- State
- State
- State
- State
- State
- State (with joint assistance)
- CIA (with joint assistance)
- State (with joint assistance)
- State
- State

## CHAPTER VI—ECONOMIC

- Section 60—Introduction
- 61—Agriculture and Food

## CIA—CHAPTER COORDINATOR

- State (with joint assistance)
- State (with the assistance of the Department of Agriculture and the Fish and Wildlife Service, Department of the Interior)
- State (with assistance of the Department of the Interior)
- Army
- State (with the assistance of the Department of the Interior)
- Army

## 62—Fuels and Power

## D. Electric power

## 63—Minerals and Metals

## F. Construction materials

## 64—Manufacturing and Construction

- A. General
- B. Industrial machinery and equipment
- C. Motor vehicles (including tanks, self-propelled guns, etc.)
- D. Aircraft production
- E. Shipbuilding
- F. Explosives, industrial and military
- G. Guns, explosive devices, and ammunition
- H. Other military equipment and supplies (including war gases and smoke preparations)
- I. Telecommunications, signal and lighting equipment
- J. Chemical industries
- K. Agricultural processing industries
- L. Fibers, fabrics, and rubber
- M. Construction industries
- N. Other industries
- O. Comments on principal sources

## 65—Trade and Finance

## STATE—SECTION COORDINATOR

- State
- State (primary responsibility)
- Army
- Air Force (with Navy participation)
- Navy
- Army (with joint assistance)
- Army (with joint assistance)
- Army (with joint assistance)

## Army (with joint assistance)

- State
- State
- State
- State
- State
- State (with joint assistance)

## State

## CIA—CHAPTER COORDINATOR

- CIA is to produce final draft with contributions from Navy and Air Force; guidance from Army and State.
- CIA to coordinate through the JEIC the final draft based upon contributions from all intelligence agencies.

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CHAPTER VII—SCIENTIFIC (*Continued*)

72—Air, Ground, and Naval Weapons

CIA—CHAPTER COORDINATOR

CIA to coordinate, through SIC working committees where practicable, the final draft with contributions on:

Guided missiles and aircraft from the Air Force;

Ground weapons from the Army; Naval weapons from the Navy.

CIA to coordinate through the JAEIC the final draft with contributions from other intelligence agencies.

CIA to coordinate through JBWIC and JCWIC, respectively, the final drafts based upon contributions from Army and from other intelligence agencies.

CIA to coordinate through JBWIC and JCWIC, respectively, the final drafts based upon contributions from Army and from other intelligence agencies.

CIA to produce final draft based upon contributions from other intelligence agencies.

73—Atomic Energy

74—Biological Warfare (BW)

75—Chemical Warfare (CW)

76—Miscellaneous

CHAPTER VIII—ARMED FORCES

Section 80—Introduction

81—Ground Forces

82—Naval Forces

83—Air Forces

ARMY—CHAPTER COORDINATOR

Army (with joint assistance)

Army

Navy

Air Force (with Navy participation)

CHAPTER IX—MAP AND CHART APPRAISAL

Section 90—Introduction

91—Selected Maps, Charts, and Plans

A. General

B. Physical maps, navigation charts of urban areas

C. Maps of transportation and communications

D. Sociological, political, and economic maps

E. Special armed forces maps

92—Appraisal of Selected Maps, Charts, and Plans

CIA—CHAPTER COORDINATOR

CIA (as coordinating staff for material received from Army, Navy, Air Force, and MATS)

CIA—SECTION COORDINATOR

CIA

Army, Navy, Air Force, MATS

Army, Navy, Air Force, CIA

CIA

Army, Navy, Air Force

CIA (as coordinating staff for material received from Army, Navy, Air Force, and MATS)

SUPPLEMENT I—PORTS AND NAVAL FACILITIES

JOINT ARMY-NAVY

SUPPLEMENT II—AIR FACILITIES

AIR FORCE (with Navy participation)

SUPPLEMENT III—TELECOMMUNICATIONS

ARMY

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SUPPLEMENT IV—URBAN AREAS

ARMY

SUPPLEMENT V—PETROLEUM

STATE (with assistance of the Department of the Interior)

SPECIAL NIS—MARINE CLIMATE AND OCEANOGRAPHY

NAVY

Section 1—Introduction

Navy

2—Marine Climate

Navy (with assistance of the Air Force)

3—Oceanography

Navy

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NIS AREAS

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SHORT TITLE	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
25X6A			
NIS 2	Ireland (Eire)	Republic of Ireland	NIS Areas 1-2
NIS 3	France	France and Monaco	NIS Area 3
NIS 4	Netherlands	Netherlands	NIS Areas 4-6
NIS 5	Belgium	Belgium	NIS Areas 4-6
NIS 6	Luxembourg	Luxembourg	NIS Areas 4-6
NIS 7	Denmark	Denmark, including the Faroe Islands.	NIS Area 7
NIS 8	Portugal	Portugal, including the Azores, Madeira and Cape Verde Islands.	NIS Areas 8-9
NIS 9	Spain	Spain and Andorra	NIS Areas 8-9
NIS 10	Norway	Norway	NIS Areas 10-11
NIS 11	Sweden	Sweden	NIS Areas 10-11
25X6A	Finland	Finland	NIS Area 12
NIS 14	Poland	Poland, within 1945 boundaries and limits of administration, including the former Free City of Danzig, and the portions of Germany under Polish administration.	NIS Area 14
NIS 15	Switzerland	Switzerland and Liechtenstein	NIS Areas 15-16
NIS 16	Austria	Austria	NIS Areas 15-16
NIS 17	Italy	Italy, San Marino, and the Free Territory of Trieste.	NIS Area 17
NIS 18	Czechoslovakia	Czechoslovakia	NIS Area 18
NIS 19	Hungary	Hungary	NIS Areas 19-21
NIS 20	Albania	Albania	NIS Areas 19-21
NIS 21	Yugoslavia	Yugoslavia	NIS Areas 19-21
NIS 22	Rumania	Rumania	NIS Areas 22-23
NIS 23	Bulgaria	Bulgaria	NIS Areas 22-23
NIS 24	Greece	Greece	NIS Area 24
NIS 25	Cyprus, Malta, and Gibraltar	Cyprus, Maltese Islands, and Gibraltar.	NIS Area 25
NIS 26	U.S.S.R.	U.S.S.R., within 1945-1947 boundaries and limits of administration, including the three Baltic states, northern East Prussia, Tannu Tuva, and the Kuril and Sakhalin Islands.	NIS Area 26: <i>Part I</i> —European U.S.S.R. within 1945-1947 boundaries and limits of administration, including three Baltic States, northern East Prussia. <i>Part II</i> —Soviet Central Asia. <i>Part III</i> —Urals and West Siberian Plain including Tannu Tuva. <i>Part IV</i> —Central and Eastern Siberia including Kuril and Sakhalin Islands. <i>Part V</i> —The Caucasus, including Soviet trans-Caucasus.
NIS 27	Turkey	Turkey	NIS Area 27
NIS 28	Syria and Lebanon	Syria and Lebanon	NIS Areas 28-31
NIS 29	Jordan	Jordan, excluding Arab Palestine.	NIS Areas 28-31
25X6A	Iraq	Iraq	NIS Areas 28-31
NIS 30			

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SHORT TITLE	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
NIS 32	Arabian Peninsula	Arabian Peninsula, including Saudi Arabia, Kuwait, Kuwait-Saudi Arabia Neutral Zone, Iraq-Saudi Arabia Neutral Zone, Bahrain, Qatar, Trucial Oman, Muscat and Oman, Yemen, Aden Colony and Protectorate.	NIS Area 32
NIS 33	Iran	Iran	NIS Area 33
NIS 34	Afghanistan	Afghanistan	NIS Area 34
NIS 35	India	India, including Jammu and Kashmir, Nepal, Bhutan, and Portuguese and French territories in India, Andaman, Laccadive and Nicobar Islands.	NIS Area 35: <i>Part I</i> —Northern India, including Jammu and Kashmir, Nepal, and Bhutan, the Portuguese territory in northern India, all of Pakistan and the Oman settlement of Gwadar. <i>Part II</i> —Peninsular India, including the Portuguese and French territories in Peninsular India.
NIS 36	Pakistan	East and West Pakistan (excluding Jammu and Kashmir), and including the Oman settlement of Gwadar.	NIS Area 36 (Same as NIS Area 35, <i>Part I</i> )
NIS 37	Ceylon	Ceylon	NIS Area 37
NIS 38	Burma	Burma	NIS Area 38
NIS 39	China	China, including Hong Kong and Macao.	NIS Area 39: <i>Part I</i> —Western China and Mongolia <i>Part II</i> —Manchuria <i>Part III</i> —North China <i>Part IV</i> —South China, including Taiwan, Hong Kong, and Macao
NIS 40	Mongolia	Mongolia (Outer Mongolia or the "Mongolian People's Republic").	NIS Area 40 (Same as NIS Area 39, <i>Part I</i> )
NIS 41	Korea	Korea	NIS Area 41
NIS 42	Thailand	Thailand	NIS Area 42
NIS 43	Indochina	Indochina, the Paracel Islands, Spratley Island and other disputed islands and reefs in South China Sea south of Paracel Islands.	NIS Area 43
NIS 44 25X6A	British Indonesia	Federation of Malaya, Singapore, Sarawak, Brunei, and North Borneo.	NIS Area 44
NIS 46	Tunisia	Tunisia	NIS Areas 46-48
NIS 47	Algeria	Algeria	NIS Areas 46-48
NIS 48	Morocco	French Morocco, Spanish Morocco (northern Spanish zone in Morocco), Ifni, and International Zone of Tangier.	NIS Areas 46-48
NIS 49	Libya	Libya	NIS Area 49
NIS 50	West Africa	French West Africa, Spanish Sahara (Rio de Oro, including the southern Spanish zone in Morocco), Portuguese Guinea, Gambia, Sierra Leone, Gold Coast, British Togoland, French Togoland, Nigeria and British Cameroons.	NIS Area 50: <i>Part I</i> —French West Africa except territories listed under <i>Part II</i> below, Spanish Sahara (Rio de Oro, including southern Spanish zone in Morocco), Gambia, Portuguese Guinea, Sierra Leone. <i>Part II</i> —The following parts of French West Africa: Ivory Coast and Dahomey and the following other areas: Liberia, Gold Coast, British Togoland, French Togoland, Nigeria and British Cameroons.
NIS 51	Liberia	Liberia	NIS Area 51 (Same as NIS Area 50, <i>Part II</i> )

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SHORT TITLE	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
NIS 52	Equatorial Africa	French Equatorial Africa, French Cameroons, Spanish Guinea (including Rio Muni), and Cabinda.	NIS Area 52
NIS 53	Egypt	Egypt	NIS Area 53
NIS 54	Anglo-Egyptian Sudan	Anglo-Egyptian Sudan	NIS Area 54
NIS 55	Ethiopia, Eritrea and the Somalilands	Ethiopia, Eritrea, British, French and Italian Somaliland.	NIS Area 55
NIS 56	British East Africa	Kenya, Uganda, Tanganyika, Zanzibar Protectorate.	NIS Area 56
NIS 57	Rhodesia and Nyasaland	Northern Rhodesia, Southern Rhodesia, Nyasaland.	NIS Areas 57-58
NIS 58	Mozambique	Mozambique	NIS Areas 57-58
NIS 59	Angola	Angola	NIS Areas 59-60
NIS 60	Belgian Congo	Belgian Congo and Ruanda-Urundi.	NIS Areas 59-60
NIS 61	South Africa	Union of South Africa, South-West Africa, Bechuanaland, Swaziland and Basutoland.	NIS Area 61
NIS 62	Madagascar	Madagascar	NIS Area 62
NIS 63	Indian Ocean Islands	All outlying islands in the Indian Ocean, southward to 60° S. latitude, except islands covered in NIS 32, 35, 37, 55, 56, 62, and 100.	NIS Area 63
NIS 64	South Atlantic Island	All outlying islands in the Atlantic Ocean between 10° N. latitude and 60° S. latitude and the South Orkney and South Shetland Island groups, but excluding islands covered by NIS 52.	NIS Area 64
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NIS 67	Greenland	Greenland	NIS Area 67
NIS 68	Iceland	Iceland	NIS Area 68
25X6A	North Polar Area	North Polar Area	NIS Area 69
NIS 71	Guatemala	Guatemala	NIS Areas 71-77
NIS 72	British Honduras	British Honduras	NIS Areas 71-77
NIS 73	Honduras	Honduras, including territory north of the Segovia River and islands possibly subject to Nicaraguan claims.	NIS Areas 71-77
NIS 74	Salvador	Salvador, including small areas claimed by Honduras.	NIS Areas 71-77
NIS 75	Nicaragua	Nicaragua, including territory south of the Segovia R.	NIS Areas 71-77
NIS 76	Costa Rica	Costa Rica	NIS Areas 71-77
NIS 77	Panama	Panama	NIS Areas 71-77
NIS 78	Cuba	Cuba	NIS Areas 78-84: <i>Part I</i> —Greater Antilles, Bermuda and Bahama Is. <i>Part II</i> —Lesser Antilles
NIS 79	Haiti	Haiti	NIS Areas 78-84
NIS 80	Dominican Republic	Dominican Republic	NIS Areas 78-84
NIS 81	British Possessions in the Caribbean	All islands and bays under British sovereignty in the Caribbean, and the Bahama Is. and Bermuda.	NIS Areas 78-84
NIS 82	Dutch Possessions in the Caribbean	All Caribbean islands under Netherlands sovereignty, including part of St. Martin I.	NIS Areas 78-84
NIS 83	French Possessions in the Caribbean	All Caribbean islands under French sovereignty, including part of St. Martin I.	NIS Areas 78-84
NIS 84	U.S. Possessions in the Caribbean	All Caribbean islands under U.S. sovereignty or claim, and islands where U.S. has lease or treaty rights.	NIS Areas 78-84

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SHORT TITLE	TITLE	GENERAL NIS AREA	GEOGRAPHIC AREA FOR CHAPTER II
NIS 85	Colombia	Colombia	NIS Areas 85-86
NIS 86	Venezuela	Venezuela	NIS Areas 85-86
NIS 87	Ecuador	Ecuador and small area on eastern border disputed with Peru.	NIS Areas 87-88
NIS 88	Peru	Peru	NIS Areas 87-88
NIS 89	Chile	Chile, including Pacific Islands east of 90° W. longitude and islands south of Tierra del Fuego disputed with Argentina.	NIS Area 89
NIS 90	Argentina	Argentina, including river islands disputed with Uruguay.	NIS Areas 90-79
NIS 91	Uruguay	Uruguay	NIS Areas 90-91
NIS 92	Paraguay	Paraguay	NIS Areas 92-93
NIS 93	Bolivia	Bolivia	NIS Areas 92-93
NIS 94	Brazil	Brazil	NIS Area 94: Part I—Southeast Brazil Part II—Northwest Brazil
25X6A NIS 95	The Guianas	The Guianas (British, French, Dutch)	NIS Area 95
NIS 98	Hawaiian Islands	Hawaiian Islands, including Johnston I. but excluding islands in NIS 103.	NIS Area 98
NIS 99	Philippine Is.	Philippine Is.	NIS Area 99
NIS 100	Indonesia	Indonesia, including all of the former Netherlands Indies and Portuguese Timor.	NIS Area 100
NIS 101	West Pacific Islands	All islands in the Trust Territory of the Pacific Islands, and the islands of Marcus and Wake.	NIS Area 101
NIS 102	Southwest Pacific Islands	Papua, Trust Territory of New Guinea, British Solomon Islands, New Hebrides, New Caledonia and dependencies, Fiji Is., Tonga Is., Gilbert and Ellice Is. and lesser adjacent islands, but not including islands covered by NIS 96, 97, and 103.	NIS Area 102
NIS 103	South Pacific Islands	Phoenix, Tokelau, Samoa, Cook and Line island groups, and adjacent islands, the French Establishments in Oceania, Pitcairn and adjacent British islands, and Chilean islands west of 90° W. longitude.	NIS Area 103
<b>SPECIAL NIS AREAS</b> <i>(Oceanography and Marine Climate)</i>			
NIS 104	Atlantic Basin	Atlantic Ocean	NIS Area 104
NIS 105	Pacific Basin	Pacific Ocean	NIS Area 105
NIS 106	Indian Basin	Indian Ocean	NIS Area 106
NIS 107	Arctic Basin	Arctic Ocean	NIS Area 107
NIS 108	Antarctic Basin	Antarctic Ocean	NIS Area 108

Next 3 Page(s) In Document Exempt

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Security Information

NATIONAL INTELLIGENCE SURVEY  
STANDARD INSTRUCTIONS

EDITORIAL INSTRUCTIONS

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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JUNE 1951

CONTINUED

## EDITORIAL INSTRUCTIONS

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## *Editorial Instructions*

### **A. Transmittal of material**

#### **1. LETTER OF TRANSMITTAL**

NIS material delivered to the Basic Intelligence Division (D/B), CIA requires a letter of transmittal (original and 2 copies). The letter itemizes the number of pages of text and table manuscript, table of contents and other typed material submitted, and indicates any omission of material or other deviation from standard procedure. The letter specifies control aspects of material involved. The letter of transmittal also indicates the number of extra copies of insert maps which the contributor desires run without NIS reference lines (the number not to exceed 10 copies of each map except by special arrangement), the minimum classification for each map if run without the NIS references, and any special restrictions concerning additional runs and distribution by CIA for other than NIS purposes.

#### **2. MANUSCRIPT**

NIS manuscript is submitted in 5 complete assembled copies. Each of the 5 assembled sets of manuscript includes in sequence 1) title page, 2) table of contents, 3) text, 4) tables, 5) caption list, and 6) list of any border information.

Pagination begins with the first page of text of each Section and is consecutive throughout the manuscript (including each page of the tables, which follow the text in sequence of figure numbers). Pagination is by other means than a numbering machine, which is reserved for use in D/B processing.

Manuscript with more than nominal alterations is not acceptable. Text or tabular material photostatted or similarly reproduced from printed or other material must be in positive print form and legible in approximately typewriter elite size.

The supporting items, typed triple space, are as follows:

TITLE PAGE, containing Chapter or Supplement number and title, Section number and title, and the statement: "This is a preliminary draft of Section \_\_\_\_, NIS \_\_\_\_\_. It has not been finally

edited or reconciled with other NIS sections and should not be reproduced. This Section has been approved for use in the NIS by the (agency), (month, year). This is the uniform date for the entire section and will appear on each page of the published section."

TABLE OF CONTENTS for each section, including all headings and subheads used in text according to the style given in "Text specifications." For Supplements, or when entire chapters are submitted, a separate table of contents extending through No. 2 heads of all sections also is included. Each section table of contents is immediately followed by a LIST OF FIGURES which lists in sequence all figures with the following details for each: Figure number as determined by sequence in tentative placement, category identification (Table, Photo, Aerial, Chart, Diagram, Plan, Map), and the caption as it appears with the figure or in appropriate short-title form. This LIST OF FIGURES is immediately followed by a *contributor statement*, as approved by the NIS Committee, showing the agency or agencies contributing to and responsible for preparation of the material.

CAPTION LIST (required for typesetting of all captions). Figure numbers for all tables and graphics are listed in sequence with exact wording of the caption as attached to the figure. When applicable, the list of captions is followed by a *border information list*, listing in sequence each insert map figure number with exact wording of the border information as specified in "Graphic specifications," and indicating which maps have apron material.

#### **3. GRAPHIC MATERIAL**

Graphic material, including photographs, is assembled separately from manuscript, in 4 complete sets with each item in sequence. The 4 copies of each item consist of an original and 3 copies of all black and white material, and 4 color proofs for multicolor graphic material. The original plates of multicolor maps are retained by contributor until receipt of memorandum from D/B. These originals are then forwarded as directed by D/B for final reproduction.

**B. Text specifications****1. TYPING OF TEXT**

Text is submitted in 5 copies, typed on one side only, with the original on substantial 8 x 12½ bond paper. Duplicating process may be used if submitted copies are thoroughly legible. Text is typed triple space. All paragraphs without headings begin with 5-space indent. Normal capitalization is used throughout (including headings), without use of continuous capitalization or of underlining except for foreign or other terms to be italicized. The last word of a typed line is always a complete word, avoiding ending any line with a hyphen. Manuscript conforms to the sample pages, with margins as shown. Each manuscript page, as shown, includes in top margin the name of the agency of primary responsibility, date (manuscript completion date, for processing control purposes only), classification, NIS number and section number. The first page of text includes the section number and title. Text pages are numbered consecutively within each section (not using a numbering machine, which is reserved for D/B processing).

**2. TEXT HEADINGS**

Headings used in NIS text material are as follows:

(Grade of head,  
not typed in ms.)

II. Military Geography		(Chapter title)
22. Coasts and Landing Beaches		(Section title)
A. General		(No. 1)
1. Coasts		(No. 2)
a. Northern peninsula — Text follows	.....	(No. 3)
(1) Williams Bay — Text follows	.....	(No. 4)
(a) Vicinity of Port Smith — Text	.....	(No. 5)
1) Seaward Approaches — Text	.....	(No. 6)

Chapter and section titles are centered. No. 1 heads are typed flush with left margin of text; inferior heads are successively indented 5 typewriter spaces. No. 1 and No. 2 heads stand alone; text begins on next line with indentation of 5 spaces and thereafter flush left. Remaining heads each end with space, two hyphens, space; text follows immediately on same line, with succeeding lines beginning flush with left text margin.

Each standard heading includes a title in addition to letter or number. Titles are as brief as feasible. In No. 1 through No. 5 heads, common nouns are not capitalized. No. 6 heads are initial caps except for prepositions, articles, etc.

Headings may stand alone when immediately followed by the next grade of head. For certain material (as in Coasts and Landing Beaches), a heading may be followed on the next line or lines by coordinates, hydrographic chart references, etc. No. 5 and No. 6 headings may be modified when used to introduce a series of similar subsidiary

topics (such as a series of brief descriptive paragraphs on smaller ports).

Numbers used to itemize a series of items within text carry a single parenthesis, e.g., 1).

**3. REFERENCES TO FIGURES AND TEXT**

Figures (including both tables and graphic material) must be adequately referred to in the related text, using figure numbers assigned by the contributor. Reference may be integral in a sentence, "... as shown in FIGURE 32-16 . . .", or parenthetical, "... (FIGURES 42-3 through 42-6) . . .". It is often desirable to use the reference flexibly to differentiate types of figures, e.g., "... tabulated in FIGURE 42-7 . . ." or "... shown on the map, FIGURE 42-8 . . .". Statements such as "... in the following table . . ." or "... in the table above . . ." are undesirable because the relationship may not be retained in printing. Because figure numbering is subject to change in publication or maintenance, reference to tables or graphic material in other sections or chapters is by abbreviated caption, type of material and section number in which it appears, e.g., "(see population density map, SECTION 41)".

Tentative placement within text of tables and appropriate graphic items (e.g., line cuts) is indicated by large carets with figure numbers on the right margin of text pages (see sample pages). Each figure is caretted only once. Figures expected to follow printed text, such as half-tone illustrations and fold-in maps, are itemized after the last line of manuscript text.

Because subsection numbering and titles are subject to change in publication or maintenance, cross references are made to the highest order of text topic which will adequately indicate where the referenced material will be found. Within sections and especially within lengthy sections, however, references to subsections may be quite detailed if desirable. Another section of the same chapter is referred to by "... (SECTION 81, this chapter) . . ." or "... (See section on Ground Forces) . . ." Reference to a section of another chapter is as follows: "... (CHAPTER III, SECTION 31) . . ." or "... (See Railway) . . ."

The words Chapter, Section, and Figure, when followed by identifying number are typed in capitals and lower case.

**4. QUOTATIONS AND EXTRACT MATTER**

Quotations up to approximately 3 typewritten lines are included in text within quotation marks. Longer quotations, and subordinate material likewise to be printed as "extract" in smaller type, are without quotation marks, indented 5 spaces for all lines and typed double space.

ARMY-January 1948

(CLASSIFICATION)

NIS 21  
Sec-38Left  
Margin  
 $1\frac{1}{4}$ "Top  
Margin  
 $1\frac{1}{4}$ "

38. Telecommunications

Right  
Margin  
1"

## A. General

During the Japanese occupation telecommunication facilities in Manchuria were rapidly expanded. New radio stations were...

## B. Domestic facilities

1. General

Prior to 1933, telecommunication facilities in Manchuria were under the control of several agencies and companies licensed by the Chinese, Japanese, and Russian governments.

 $12\frac{1}{2}$ 

## 2. Telephone

a. Location of routes of lines -- Telephone land lines form a rather close pattern around Mukden, Chang-ch'un (Hsinking), and Harbin, and radiate to all parts of the country (Figure 38-1)..

b. Type of construction -- Construction was completed for an underground 28-pair nonloaded telephone cable between Mukden and Antung in 1937 (Figure 38-2). In December 1942....

Fig.  
38-1Fig.  
38-2

## 3. Telegraph and cable

a. Location of routes of lines -- Most of the routes are parallel to railways and highways; lines are also built along the valleys. Practically all the major circuits and most of the other..

Bottom  
Margin  
 $1\frac{1}{4}$ "(page number)  
(CLASSIFICATION)

8"

CONFIDENTIAL  
SAMPLE PAGE 1

ARMY-January 1948

(CLASSIFICATION)

NIS 21  
Sec-38Top  
Margin  
 $1\frac{1}{4}$ "Left  
Margin  
 $1\frac{1}{4}$ "Right  
Margin  
1"

The offices and agencies that provided telegraph service in the

China area in 1939 were:

Telegraph and telephone service	244
Telephone stations	232
Telegraph agencies	403
Wireless agencies	62
Total	941

b. Type of construction -- In general, construction of..

## 4. Radio

a. Radio communications stations -- From 1933 to 1945 the  
major radio communications stations were operated by....\*

\*Itemized information for the period 1940 to 1945 is almost entirely based on captured Japanese documents, but the significant totals are confirmed by U.S. official reports.

b. Broadcasting -- There are several of the more powerful broadcasting stations listed in Figure 38-3.

Fig.  
38-3

(1) Number of installations -- The number of these installations is considerably smaller than the total given by the 1939 telegraph offices and agencies' tabulations. It is now believed that, even with full allowance for the new facilities only a few have short-wave transmitters. There is very little information about...

(page number)  
(CLASSIFICATION)

Bottom  
Margin  
 $1\frac{1}{4}$ "

8"

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## 5. SAMPLE PAGES

The accompanying two pages are sample pages of text manuscript for the guidance of typists.

## 6. FOOTNOTES

Footnotes to text matter are kept to a minimum. When footnotes are considered necessary, up to 3 asterisks per page may be used. In manuscript the footnote is inserted on the line following the reference, separated from the text by solid lines above and below; the footnote begins indented 5 spaces from left margin, and is typed double space (see sample pages).

## 7. REFERENCE TO SOURCES

References to sources are confined as much as possible to the topic Comments on Principal Sources, where the evaluative discussion normally will be followed by an alphabetical listing of principal sources to which consecutive numbers are assigned. If sources are grouped by subject categories, they are numbered consecutively rather than by successive groups. In text, and in both text and figure footnotes, this facilitates brief reference, e.g., "... based on *Source 1* estimates, ..." or "... (*Source 1*) ..." When only a few principal sources are identified and are not assigned source numbers in the Comments subsection, text or footnote reference thereto is as brief as feasible. A source cited in text but not included in Comments on Principal Sources may be described in necessary detail but as briefly as possible. Author, title of source, and date normally is sufficient, typed in capitals and lower case set off from text by parentheses.

In the numbered listing of principal sources, each item is typed double space and is continuous in the following order and typewriter style:

Author, authors, editor or agency; last name first, capital and lower case, period. Title of book or other separate publication; capitals and lower case, underlined, followed within parentheses by capitals and lower case translation if required, period. Title of article from periodical in quotes, capitals and lower case, comma; followed by name of periodical, underlined, comma; edition, series, part, volume, number, selected pages, year of periodical as necessary, separated by commas in that order, with capital only at beginning of series of items, abbreviated as ed., ser., pt., vol., no., p., period. Arabic numerals used throughout except Roman after pt. Place of publication in capitals and lower case, followed by colon and publishing agency if given, otherwise period. Date, period; n.d. if not dated, period. Total pages if desired. Classification in parentheses, capital and lower case, without period.

When several works by the same author or agency are listed, the author's name is not repeated but is replaced by dashes in subsequent listings.

## C. TABULAR SPECIFICATIONS

## 1. TABULATIONS

Relatively simple tabular presentations, generally with no stubs, less than 3 columns of data, and not requiring more than a printed column width, are treated as tabulations. Tabulations are incorporated in text manuscript without figure number or title (see sample pages). They are typed double space, with no continuous capitalization or underlining.

## 2. TABLES

More complex tabular presentations, generally with stub and 3 or more vertical columns of data, are treated as tables. Each table has a descriptive title (caption) preceded by a figure number. Each table is constructed to stand as an entity, because of possible separation from text in publication or use.

## 3. TYPING OF TABLES

Each table is typed in 5 copies, on one side only, original on substantial bond paper. Duplicating process may be used if submitted copies are thoroughly checked for legibility. Tables are typed double space, with no continuous capitals or underlining in caption, stubs, column headings, or data entries. Tables are typed on 8 x 12 1/2 bond paper whenever practicable. For more extensive presentations, larger paper may be used, if possible retaining the 12 1/2 inch vertical dimension. Several separate 8 x 12 1/2 pages may be used to continue a table. When more than one page is used to present a table or when there is significant relationship between columns in separate tables, in typing it is important to maintain alignment and space relationship of columns on all pages. Each page includes in the margin, as in text pages, the name of the agency of primary responsibility, date, classification, NIS number and section number.

## 4. TABLE TITLES AND FIGURE NUMBERS

Table titles (captions) are as brief as possible consistent with adequate indication of table content. Date or dates are included in the title unless table content is generalized or in itself provides adequate date information. The area or political name is incorporated when feasible, in adjective form ("Value of French imports, 1945-1950") or in noun form after substance of caption ("Land use, France, 1950").

The figure number which precedes each table title is comprised of the section number followed by a hyphen and the serial number of the table in

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the sequence of all figures (including all tables and graphic items) within a section, according to caretted location in the submitted manuscript.

## 5. TABLE STUBS AND COLUMN HEADINGS

Stubs (horizontal descriptive entries normally to the left of vertical columns of data) and column headings are carefully worded and coordinated. Proper selection and description of categories minimizes footnotes and exceptions which require explanation.

In general, the heading at the top of a column covers all material presented in the column without insertion of additional headings farther down the column. The same applies to side heads and lines of data. Where intermediate headings seem necessary, the material generally is presented as separate tables. However, related categories of items (such as apply to various weapons) may be usefully combined in a single table by making column headings more comprehensive and using sub-headings in columns and/or indicating a general change in category. Preliminary consultation with D/B on such matters is advisable.

## 6. TABLE FOOTNOTES AND SOURCE REFERENCES

Footnotes to tables are indicated by up to 3 asterisks and thereafter by up to 3 daggers (the typewriter symbol # is used for a dagger). These symbols are placed at the left of numerical column data, and at the right of headings, stubs, mixed or reading column data. Footnotes generally are typed double space, under the table, starting indented five spaces from left margin of table. The number of footnotes to tables is minimized by incorporation of the material into related text when feasible, by careful phrasing of stubs and headings, by consolidation in a reduced number of footnotes, or by consolidation in a single NOTE carried as a footnote without symbol.

When source reference or references are considered necessary and apply for a table as a whole, they are indicated by "Data from Source 13 . . ." beginning at the left text margin and typed two spaces below a line at the bottom of the table proper. If a NOTE item is used it precedes the conventional abbreviation *n a* and explanation, if used (see conventional entries below), which in turn precedes any symbol footnotes. An entire table taken verbatim from a source (sometimes as the only available data, and not necessarily fully accepted by the contributor), is so indicated in related text, by explanation within the table, or by footnote; in such cases it is generally desirable, so far as feasible, to follow the detailed format of the original material.

## 7. CONVENTIONAL ENTRIES

To avoid blank spaces in columns of data, the following conventional entries are made as appropriate in table columns:

ENTRY	MEANING
...	not applicable; no footnote used
<i>n a</i>	data not available, inadequate data, etc; <i>n</i> and <i>a</i> separated and underlined; until conventional is well established, explained as "Data not available", etc., in footnote
0	indicates zero quantity or reading in columns of uniform data such as weather statistics; no footnote used
<i>none</i>	used instead of 0 when data are not uniform, e.g., to indicate known lack of production of a significant commodity; underline; no footnote used
<i>insig</i>	quantity too insignificant to record; underline; no footnote used

When exceptional items in a column are estimated they are preceded by *est* in underlined lower case, unless symbol and footnote are preferable because of an otherwise appreciably narrower column or exceptional items can be feasibly covered in other footnotes.

Ditto marks are not used in tables. For this purpose *do* in underlined lower case is used. Generally, identical entries in figure columns are repeated. It is likewise desirable to repeat word entries which have significance.

## 8. STATISTICAL TOTALS

When *n a* or *insig* are included with vertical or horizontal data entries for which a total is given that only moderately exceeds the sum of the specific entries, no footnote explanation may be required. However, when the total is exactly the sum of the specific figures, generally it is advisable to indicate that *n a* or similar items are not reflected in the total, e.g., "Totals are of known data" or "approx." When totals are not identical with the sum of specific entries, because of rounding or different sources, indicate by note, e.g., "(Tonnage) figures rounded to nearest (thousand) are not additive".

## 9. TABLE CONSTRUCTION

Optimum clarity and usefulness require the careful construction of all tables in terms of the nature and purpose of the material and the characteristics of the NIS format.

Column headings normally are typed and printed horizontally. They may be vertical when heading narrow columns of data or generally to facilitate publishing a table in minimum width. Superior or consolidating headings are centered over the appropriate individual column headings.

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To avoid repetition of units of measurement after items of latitude, longitude, time, distance, weight, etc., units of measurement (abbreviated as appropriate) are put at the head of column, or centered over appropriate columns. Units common to an entire table (e.g., thousands of metric tons, or percentage of population) are placed in parentheses beneath the table title.

It is desirable, so far as practicable, for a series of tables dealing with common or closely related topics to be expressed in a uniform order of magnitude of units of measurement, e.g., all in thousands of tons or hundreds of tons.

Entries in all columns align horizontally with top line of the corresponding stub.

Vertical columns of figures are aligned on the decimal point, dissimilar figures are centered in the column, and zeros precede the decimal in numbers of less than 1. Examples of various figure items are:

1500  
0.15  
15.5 - 17.0  
*insig*  
30 (daily)

Generally it is not desirable to carry a column in which there are no entries. Use of a column for isolated entries may be avoided by carrying the entries in a "Remarks" column or by consolidation in an explanatory note to the table.

Tables generally should be constructed to avoid extensive use of full-length lines or rules between columns and particularly between horizontal entries. Lines or boxes around column headings preferably are omitted by contributors unless format is well established.

Although contributors are not required to conform to printing requirements when constructing tables, general consideration of such requirements facilitates publication of table material. A printed NIS single-column width accommodates approximately 55 units of characters or spaces. A two-column page width takes approximately 115 units. A two-page spread takes approximately 230 characters or spaces. Two-page spreads tend to present page make-up problems in publication, including separation of tables from related text. Tables which must be viewed from the side of the page, and extended tables on fold-in inserts, generally are not desirable and are used only by arrangement with D/B. In constructing tables for normal column or page-width publication, space allowance must be made for column headings which may be wider than figure entries in columns, and for stubs. When it is apparent that the maximum horizontal lines (allowing for column entries, column headings, stubs, footnote symbols, and adequate space

between columns) will occupy more than the approximate number of spaces available but will not utilize more than a nominal additional width, rearrangement of the table warrants consideration. Vertical printing of heads is one device. When the number of columns exceeds the number of stub entries, the lay-out often may be reversed to make a longer but narrower table. When tables present problems not previously encountered, contributors are requested to consult D/B before final typing.

## D. Graphic specifications

## 1. GENERAL

All graphic materials, such as photographs, maps, charts, graphs, and sketches, regardless of size, are (in addition to numbered tables) designated as figures. Each figure carries a separate figure number comprised of the section number followed by hyphen and serial number of the figure in the sequence of all figures within the section.

The page size of the printed NIS, including binding and other margins, is 9 1/4" by 12 1/8". The type is set in two 3 1/2" columns spaced 1/4" apart. Figures of column width are printed 3 1/2" wide, and 2-column figures are 7 1/4" wide. The maximum height of such figures including space for caption is 9 3/4".

All graphic items larger than page size are treated as fold-in inserts. The maximum paper size used for NIS inserts is 23 1/4" V x 39 3/4" H. The horizontal dimension normally includes a 9 1/4" apron.

Figures are prepared to fit NIS indicated dimensions. Care is required in laying out correct proportions and in selecting sizes of symbols, patterns, lines, and lettering to allow for reduction commensurate with that permitted by other features of the figure. When a specific amount of reduction is desired, it is so marked outside the border. Otherwise, the amount of reduction will be decided by D/B.

All charts, graphs, maps and other graphic material to be printed with text are constructed as black and white linecut figures of page size or less. Photographs and other figures requiring halftone reproduction normally will be published on coated paper inserts of page size (excepting large panoramas or mosaics which may be run as fold-in inserts), grouped immediately following text and table manuscript of each section. Multicolor graphics normally will be inserted at the end of each section.

All figures, except insert maps, are accompanied by captions (in lower case and normal word capitalization) which are carefully worded to be briefly but adequately descriptive. The first line of the caption carries the figure number followed by identification of the subject or brief descriptive phrase;

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succeeding lines add appropriate amplification, including direction of view and indication of the date (or absence thereof, by "Date unknown") of photographs. Captions are firmly attached to figures, affixed to permit reading of the caption while viewing the figure but not obscuring the figure image. Captions must be legible but need not be drafted since all captions are set in type.

Charts or graphs do not carry titles or caption material (as distinct from explanatory legend material) within the figure image. In the case of a specially constructed chart or graph, source and date of information may be drafted within the figure.

All insert maps carry the title, legend, source and date of source, and other essential caption information drafted within the title box or neatline. Border information, indicated outside the map border in non-photographic blue but not drafted because it will be set in type, is as follows: Upper left corner—agency responsible for map content, and date to be carried by the section as a unit; center top—NIS Area number; upper right corner—classification; lower left corner—file number and agency responsible for actual map construction (unless the latter is identical with material in upper left corner); center bottom—abbreviated map title; lower right corner—figure number.

It is not necessary that all maps or photographs be oriented with north at the top, but the position of north is clearly indicated by means of a north arrow, coordinates, or caption. Names, symbols, and similar details of figures are oriented for reading from the bottom of the page. In exceptions where figures must be viewed from the side of the page, details of the figure are oriented for reading from the right-hand side of the page.

Printed "stick-up" is preferred for symbols and lettering. However, Leroy lettering is permissible. Freehand lettering and symbols are to be avoided except in such instances as the inclusion of an existent, printed map or sketch.

It is frequently desirable for graphic material, such as large-scale aerials of airfields, to be accompanied by small-scale line-cut orientation or location maps.

## 2. PHOTOGRAPHS

Only clear and distinct photographs are acceptable, and original prints are supplied insofar as possible. Except where the original is unwieldy, prints are supplied at the same scale as originals, including suggested cropping to be undertaken in D/B processing.

High-altitude aerial photographs carry a north arrow and bar scale drafted on the face of the print. When a photograph originally has foreign annota-

tions on the face of the photograph, the annotations are retained and accompanied by translation or explanation. Where feasible, the translation is added to the face of the print in the form of a key or legend; where space is not available or a key or legend is not adequately descriptive, the translation or explanation appears in the caption or on a separate typed sheet attached to each copy of the print.

Instructions for selection and preparation of photographs are set forth in NIS supplementary instructions.

## 3. MAPS

All NIS maps are carefully selected and constructed in terms of the purpose and subject material of a map or plan, content and positional integration with text, suitability of color or other differentiation, and all feasible uniformity in layout, lettering, and other drafted elements.

All maps have a neatline and border, a legend centered under the map title, a bar scale centered beneath the legend, and the classification centered beneath the scale. Legends clearly define all symbols not self-explanatory or generally understood from common usage. A direction indication, either coordinates or a north arrow, is included. Maps prepared as a series (e.g., port and town plans) have consistent treatment throughout in type style, zipatone patterns, title and legend layout. Non-varying plastic (e.g., dyrite, vinylite) is preferable for the construction of color plates, to facilitate accurate registry in printing.

A map designed as a black and white line drawing, page size or less, is preferable for many NIS purposes because it can be printed adjacent to the related text. When information cannot be adequately presented in black and white, limited use of one additional color for such maps is possible, upon consultation with D/B.

A Standard Base Map for each NIS Area is prepared and distributed by Geographic Division, (D/G), CIA in the following forms: Black and white and composite color copies on paper; composite black line and black line copies of each color separation plate on plastic (dyrite). Specific instructions concerning reduction, sizes, etc., are distributed with the base map for each NIS Area.

Contributors are responsible for drafting their own overlays, which are keyed to the base plates of NIS Standard Base Maps.

In addition to the Standard Base Map a small-scale Page Size Base Map is prepared for each NIS Area. This map is available to contributors in black-line and non-photographic blue, paper copies. Black-line maps or color overlays are prepared by drafting directly on these bases.

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## EDITORIAL INSTRUCTIONS

For purposes where base maps are not applicable (such as port plans), contributors are responsible for compiling and constructing their own maps. Contributors lacking necessary cartographic facilities should consult D/B.

Fold-in maps are printed with a page-size apron, to permit full view of the map as the text is read. This apron can be used for printing information additional to that contained in the legend, such as lists of installations or regions. Such information is submitted on a separate typewritten sheet, a copy of which is attached to each copy of the map. Printed material is not carried on the back of a map.

## E. General

### 1. NIS SUPPLEMENT SPECIFICATIONS

Preparation of text and graphic material for NIS Supplements generally conforms to the indicated procedures for other NIS material, with such modifications as are developed to meet the requirements of the Supplements.

### 2. CLASSIFICATION AND CONTROL

NIS textual material is classified independently by section. All pages of each section uniformly carry the highest classification of material in the section. All material, however, carries at least a RESTRICTED classification. Tables of contents, caption lists, all tables, and all graphics intended to be printed within text, carry the uniform section classification and are so stamped when submitted. Insert maps or other insert graphic items (including photographs) are not governed by the over-all classification, but are individually classified as appropriate.

The agency of primary responsibility is required to indicate any control aspects of submitted material.

All Comments on Principal Sources for all NIS are controlled for "U.S. Officials Only". Each page of that portion of manuscript is so stamped, top and bottom. The control for Comments on Principal Sources as such does not govern for related NIS material and need not be specified in the letter of transmittal.

Certain other NIS Areas, as approved and specifically listed by the NIS Committee, are restricted by control for "U.S. Officials Only". All NIS material relating to such Areas, regardless of the content of the material, is correspondingly controlled. Each page of manuscript and each unit of graphic material is appropriately stamped, top and bottom. All such material delivered to D/B carries a cover sheet

specifying control, and the control requirements also are indicated in the letter of transmittal.

When any element or portions of NIS material (other than Comments on Principal Sources) are controlled for reasons other than the approved control character of the Area, the entire section involved is controlled. Each page of manuscript and each unit of graphic material is appropriately stamped, top and bottom. All such material delivered to D/B carries a cover sheet specifying control, and the nature of and occasion for the control requirements are indicated in the letter of transmittal.

### 3. TREATMENT OF NAMES

Geographic names used in the NIS are those approved by the United States Board on Geographic Names (BGN). Preliminary gazetteers are issued to contributors for use in the preparation of text and graphic materials. Pending publication of a pertinent gazetteer, or in the case of names not covered by a published gazetteer, lists of names are submitted according to NIS supplementary instructions.

English conventional names are used insofar as they are approved by BGN. The approved native name is added in parentheses the first time the conventional name is used in a section, and thereafter as desirable for clarity. It is desirable to use the native name in parentheses after the conventional name on maps whenever practicable.

Approved native names are used where conventional English names are not provided. Translation of generic parts of native names (except when the meaning is apparent) is given, in parentheses or in running text if feasible, the first time a generic appears in any segment of text. As a reader aid, English generics may be interspersed in text.

All terms referring to man-made features, such as Small Boat Harbor, are in English. Military regions or other regions arbitrarily designated for convenience in presentation are in English and are not required to be identical with BGN approved versions.

Consistency in the use of the conventional or the native name for the same feature is maintained throughout each chapter.

In lists of towns and cities, coordinates are given for each of two or more places having identical names.

### 4. TECHNICAL TERMINOLOGY

When scientific names are appropriately used in the interest of accuracy, if possible they are preceded by a common name or common name generic; e.g., the colon bacillus (*Escherichia coli*), malaria mosquitoes (*Anopheles maculipennis*, A.

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*hyracanus*). The scientific names are enclosed in parentheses and marked for italics in every case. In a paragraph discussing malaria mosquitoes, however, italicized scientific names may be used without a preceding common name or generic. Scientific family names (names ending in -idae, as Stomatidae) are capitalized but not italicized.

Special-use terms, such as names of military regions, are capitalized (e.g., the Kazakh Hill Country) to clearly maintain identity.

## 5. STATISTICAL DATA

Statistical data normally are expressed either in U.S. units of measure or in the metric system, and are consistent within a section or the largest NIS unit feasible, except to conform with common usage, as in discussing 75 mm and 3" guns. All contributions, should clearly indicate what system is used, in tables as well as text. When different measurement systems unavoidably appear together in text (e.g., statute and nautical miles) they must be clearly differentiated. In the case of areas where available maps or charts use varying measurement systems, the text is expressed in U.S. units with metric conversion following in parentheses, and accompanying maps using extensive metric annotations in their original form carry a conversion table. Both U.S. and other measure-

ments may be given, as in the case of a table, when contributing to utility.

Measurements are expressed in terms consistent with the inherent or required degree of accuracy, (e.g., 2,340 miles of coast, 16' 6 1/4" bridge clearance). Conversions are exact when appropriate; a rounded original figure is not converted into an inconsistently exact figure; rounded conversions may be used with a modifying "about" or "approximate". Units of measurement with varying meanings are clearly defined, e.g., statute miles or nautical miles, short tons or long tons. Both quantity and value may be given when useful for indicating relative importance. In financial data, conversion factors with date are included.

## 6. RETURN OF MATERIAL

Detailed procedures governing the return of submitted material are established in NIS supplementary instructions.

## 7. EDITORIAL STYLE

Development of style for all forms of NIS content is a continuing and coordinated result of contributor and D/B processing of the various types of material. For all matters of style not so developed, and not indicated by specific D/B instructions, the current Government Printing Office Style Manual governs.

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CHAPTER III

TRANSPORTATION AND TELECOMMUNICATIONS

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- Section 30 Introduction
- Section 31 Railway
- Section 32 Highway
- Section 33 Inland Waterway
- Section 34 Petroleum Pipe Line
- Section 35 Ports and Naval Facilities
- Section 36 Merchant Marine
- Section 37 Civil Air
- Section 38 Telecommunications

CHAPTER III

CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

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## *Chapter III - Transportation and Telecommunications*

### OUTLINE

#### SECTION 30. INTRODUCTION

#### D. Operations

1. Operating factors
2. Traffic
3. Financial data

#### SECTION 31. RAILWAY

##### A. General

##### B. Characteristics of the railway network

1. General characteristics
2. Line and terminal facilities
3. Construction and maintenance
4. Traffic interruption factors

##### C. Control and organization

1. Control
2. Organization
3. Personnel

##### D. Operations

1. Operating factors
2. Traffic
3. Financial data

##### E. Equipment

1. General characteristics
2. Motive power
3. Rolling stock
4. Special equipment

##### F. Principal railways

##### G. Comments on principal sources

#### SECTION 33. INLAND WATERWAY

##### A. General

##### B. Characteristics of the inland waterway system

1. General characteristics
2. Waterway facilities
3. Construction and maintenance
4. Traffic interruption factors

##### C. Control and organization

1. Control
2. Organization
3. Personnel

##### D. Operations

1. Operating factors
2. Traffic
3. Financial data

##### E. Equipment

1. General characteristics
2. Craft census
3. Special equipment

##### F. Principal inland waterways

##### G. Comments on principal sources

#### SECTION 32. HIGHWAY

##### A. General

##### B. Characteristics of the highway network

1. General characteristics
2. Highway facilities
3. Construction and maintenance
4. Traffic interruption factors

##### C. Control and organization

1. Control
2. Organization
3. Personnel

## SECTION 34. PETROLEUM PIPE LINE

(Treated in Subsection 62, C and Supplement V)

## SECTION 35. PORTS AND NAVAL FACILITIES

## A. General

1. Ports
2. Naval facilities

## B. Summary of ports

## C. Summary of naval facilities

## D. Comments on principal sources

## D. Civil air enterprises

1. Scheduled air carriers
2. Miscellaneous air carriers
3. Government and private operators

## E. Civil aviation training

1. Preparatory
2. Air crew and ground personnel

## F. Services and supplies

1. Maintenance installations
2. Aircraft and spare parts
3. Petroleum products

## G. Civil air facilities

1. Airfields
2. Operational aids

## H. Military potential

1. Aircraft availability
2. Personnel readiness
3. Mobilization plans

## I. Means of identification

## J. Personalities

## K. Comments on principal sources

## SECTION 36. MERCHANT MARINE

## A. General

## B. Organization

1. Ownership
2. Administration
3. National policy
4. Foreign interests
5. Personnel and training

## C. Composition

## D. Shipping Program

1. Construction program
2. Purchase or sale of vessels
3. Chartering of vessels

## E. Normal shipping routes and ports of call

## F. Operations and traffic

## G. Comments on principal sources

## SECTION 38. TELECOMMUNICATIONS

## A. General

1. Background and significance
2. Administration and control
3. Source of equipment
4. Major aspects of privacy systems

## B. Military appreciation and vulnerability

1. Military use of telecommunications systems
2. Vulnerability

## C. Domestic facilities

1. General
2. Telephone
3. Telegraph
4. Radio

## D. International facilities

1. General
2. Submarine cables
3. Landlines
4. Radio

## E. Comments on principal sources

## SECTION 37. CIVIL AIR

## A. General

1. Domestic status
2. International aspects
3. Other general topics

## B. Government control and policy

1. Administration
2. Support

## C. International relations

1. Affiliations
2. Air agreements
3. Foreign influence

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TRANSPORTATION AND TELECOMMUNICATIONS

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## OUTLINE GUIDE

*The following outline guide indicates substance and general arrangement. In preparation and typing of manuscript, D/B Editorial Instructions are to be followed in detail.*

### **Section 30. Introduction**

This Section will be an over-all appreciation of the Transportation and Telecommunication systems of the country or area under study.

It will treat those general aspects which are necessary to the proper concept of the subject as a whole and which cannot be treated adequately elsewhere. It will be prepared upon completion of

the remaining sections of this Chapter so as to be able to present in a single section an integrated account of all phases of transportation and telecommunications.

Material should be presented in graphic form whenever practicable.

### **Section 31. Railway**

#### **A. General**

An appreciation of railway transportation in the country concerned, position in the economic structure, relationship to other means of transportation, and its adequacy for peacetime requirements. A short account of significant historical items, including war damage and restoration. Where pertinent, comparisons should be made with U.S. railroads, as a means of orientation for the reader.

#### **B. Characteristics of the railway network**

##### **1. GENERAL CHARACTERISTICS**

Discuss the salient features of the country's rail network and its component systems, covering those characteristics which apply on a nation-wide basis such as:

Extent (total mileage according to gage and number of tracks).  
Pattern and geographic distribution.  
Density and nature of traffic.  
Connections and interchange with adjacent countries.  
Status of development and general condition of the railroads.

##### **2. LINE AND TERMINAL FACILITIES**

Discuss the general characteristics of the network facilities including the following topics (using photographs of representative type items):

Permanent way  
Roadway structure — Bridges, tunnels, etc. (in table form: location, description and structural data for selected structures)

Ferries  
Fuel and water  
Signal and communication  
Electrification  
Yards and terminals (including shops and repair facilities)  
Loading and clearance (attach diagrams)

#### **3. CONSTRUCTION AND MAINTENANCE**

Construction and maintenance problems, policies and procedures.

#### **4. TRAFFIC INTERRUPTION FACTORS**

Analyze the most critical points or features of the railway network emphasizing existing or potential factors, which might adversely affect traffic in time of emergency.

#### **C. Control and organization**

##### **1. CONTROL**

Ownership and extent of governmental control and regulations.

##### **2. ORGANIZATION**

Organization and administrative structure.

**3. PERSONNEL**

Number of employees by departments and general level of training and efficiency.

**D. Operations****1. OPERATING FACTORS**

Discuss operational methods, regulations and practices for freight and passenger traffic with an appraisal of the general level of efficiency, using U.S. standards and methods where possible as a basis of comparison.

**2. TRAFFIC**

Discuss normal traffic conditions, giving statistics for the following items, using current year and representative annual figures to indicate trends:

Freight ton-miles  
Total freight hauled (by commodities)  
Freight car loadings  
Turn-around time (average per freight car)  
Average net tons per train  
Passenger miles

**3. FINANCIAL DATA**

Operating revenues, expenses, and ratios (including governmental financial aspects).

**E. Equipment****1. GENERAL CHARACTERISTICS**

A general statement as to adequacy of equipment; present condition; interchangeability of equipment with neighboring countries; self-sufficiency in production of equipment; amounts and types imported or exported. General characteristics and standards of equipment including: gage; type of brakes; type and height of couplings; etc.

**2. MOTIVE POWER**

Predominant type or types (steam, diesel, electric), number in service (by gages), and general condition of locomotives with tabulation of the following information for freight, passenger and yard engines:

Total number by gage  
Type (wheel arrangement)  
Rated tractive effort  
Axe load  
Percent serviceable

**3. ROLLING STOCK**

Predominant type or types, and general condition of freight and passenger equipment, with tabulation of the following information:

**FREIGHT CARS:**

Number  
Type (box, gondola, flat, etc.)  
Percent serviceable  
Inside dimensions  
Length  
Width  
Height  
Rated capacity (in tons)

**PASSENGER CARS:**

Number  
Type  
Rated capacity (number of passengers)

**4. SPECIAL EQUIPMENT**

Rail cars (number and types)  
Armored equipment  
Work equipment (including locomotive cranes)  
Snow plows

**F. Principal railways**

A selection and analysis of the lines of prime importance to the country's economic and military requirements, giving significance of each line (attach map and indicate lines by number). The selection of lines should be made on the basis of major trunk routes, important alternate routes, key connecting lines, and those of strategic significance. Special attention should be given to international connections. Where feasible, text descriptions of selected individual lines are to be accompanied by profiles and small-scale route maps or schematic route diagrams.

Individual line description (for each selected line) including:

Name of line with map identification number  
Gage  
Terminal points and principal connections  
Route mileage, total and by number of running tracks  
Characteristics of rail, ties, ballast  
Minimum radius of curves  
Ruling grade  
Line capacity  
Critical points  
Bridges  
Number  
Average and total length  
Significant structures  
Tunnels  
Number  
Average and total length  
Significant structures  
Ferries  
Number  
Location  
Capacity  
Electrification

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## TRANSPORTATION AND TELECOMMUNICATIONS

**G. Comments on principal sources**

This Subsection is to serve the following purposes:

1) To provide an evaluation of the principal source material used in preparing the Section and thereby inform the user of the general credibility

to be accorded the intelligence contained in the Section.

2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

**Section 32. Highway****A. General**

An appreciation of highway transportation in the country concerned, its position in the economic structure, relationship to other means of transportation, and its adequacy for peacetime requirements. A short account of significant historical items, including war damage and restoration. Where pertinent, comparisons should be made with U.S. highway transport as a means of orientation for the reader.

**B. Characteristics of the highway network****1. GENERAL CHARACTERISTICS**

Describe the salient features of the highway network covering those characteristics which apply on a nation-wide basis such as:

Extent (road classification system with mileage summaries)  
 Pattern and geographic distribution  
 Density and nature of traffic  
 Connections with adjacent countries  
 Status of development and general condition of the highways  
 Numbering and marking system (or, if no system, explanation of arbitrary system used in SECTION 32)

**2. HIGHWAY FACILITIES**

Discuss the general characteristics of highway facilities under the following heads (include photographs of representative type items):

a. **ROAD** — Surface, base, shoulders, drainage, etc. Present in table form technical data on selected sections of representative type roads.

b. **STRUCTURES** — Present in table form, location, description, and structural data for selected major structures. (Bridge data to be fully integrated with such data in SECTION 31.)

Bridges  
 Tunnels  
 Ferries and fords  
 Bottlenecks  
 Vehicle repair and fueling facilities  
 Design and specification standards  
 Structure clearances  
 Load limitations

**3. CONSTRUCTION AND MAINTENANCE**

Construction and maintenance problems, policies, and procedures.

**4. TRAFFIC INTERRUPTION FACTORS**

Analyze the most critical points or features of the highway network emphasizing existing or potential factors which might adversely affect traffic in time of emergency.

**C. Control and organization****1. CONTROL**

Ownership, governmental control and regulations affecting the highway transportation system and its principal carriers.

**2. ORGANIZATION**

Organization and administrative structure.

**3. PERSONNEL**

Highway department personnel—number, general level of training and efficiency.

**D. Operations****1. OPERATING FACTORS**

Operational regulations, methods, and practices for freight and passenger traffic with an appraisal of the general level of efficiency using U.S. standards and methods where possible as a basis of comparison.

**2. TRAFFIC**

Discuss normal traffic conditions, giving statistics under the following headings, using current year and representative annual figures to indicate trends:

Passenger  
 Freight (by commodities)  
 Total (use flow charts)  
 Average freight net tons per unit

## 3. FINANCIAL DATA

Operating revenues, expenses and ratios (including governmental financial aspects).

## E. Equipment

## 1. GENERAL

A general statement as to adequacy of equipment; present conditions; self-sufficiency in production of equipment; amounts and types imported or exported. General characteristics, fuels used, and vehicle standards.

## 2. MOTOR VEHICLES

Show in tabular form:

Number	Route number and/or name
Types	Starting points, terminals and route mileage
Passenger cars	Principal intersections and connections with adjacent national networks
Trucks	Pavement data—Type, width, crown, shoulders, load limits, thickness and condition for base and surface
Busses	Traffic bottlenecks—Gradients over 7%, narrow bridges, tunnels, defiles, sharp curves, etc.
Capacities	Bridges

## 3. SPECIAL EQUIPMENT

Show in tabular form:

Road repair and maintenance	Number
Stone crushers	Average and total length
Rollers	Significant structures
Graders, etc.	Tunnels
Trailers	Number
Animal drawn vehicles (if used extensively)	Average and total length
	Significant structures

## F. Principal highways

1) Select and analyze the highway routes of prime importance to the country's economic and military requirements (attach map and indicate routes by numbers). The selection of routes should be made on the basis of major trunk roads, important alternate routes, key connecting routes, and those of strategic significance. Spe-

cial attention should be given international connections.

## 2) Individual route description

Discuss these selected routes, pointing out their particular importance and general characteristics, including:

Route number and/or name
Starting points, terminals and route mileage
Principal intersections and connections with adjacent national networks
Pavement data—Type, width, crown, shoulders, load limits, thickness and condition for base and surface
Traffic bottlenecks—Gradients over 7%, narrow bridges, tunnels, defiles, sharp curves, etc.
Bridges
Number
Average and total length
Significant structures
Tunnels
Number
Average and total length
Significant structures
Ferries
Number
Location
Capacity
Fords

## G. Comments on principal sources

This Subsection is to serve the following purposes:

- 1) To provide an evaluation of the principal source material used in preparing the Section and thereby inform the user of the general credibility to be accorded the intelligence contained in the Section.
- 2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

## Section 33. *Inland Waterway*

### A. General

An appreciation of inland waterway transportation in the country concerned, its position in the economic structure, relationship to other means of transportation, and its adequacy for peacetime requirements. A short account of significant historical items, including war damage and restoration. Where pertinent, comparisons should be made with U.S. waterways as a means of orientation for the reader.

Treatment of inland waterway ports is to be coordinated in detail with SECTIONS 35 and 36 and with SUPPLEMENT I to assure appropriate coverage of all factors in water-borne transport.

### B. Characteristics of the inland waterway system

#### 1. GENERAL CHARACTERISTICS

Describe the salient features of the country's inland waterway network and its component parts, covering those characteristics which apply on a nation-wide basis such as:

Extent (number and length of navigable waterways)  
Areal distribution  
Density and nature of traffic  
Connections with adjacent countries  
Status of development and general condition of the inland waterway network

#### 2. WATERWAY FACILITIES

Discuss the general characteristics of facilities including the following topics (using photographs of representative type items):

Limits of navigability (In terms of craft dimensions.)  
Ports (To be fully integrated with Section 35.)  
Structures and aids (Structures, dams, locks, bridges, navigational aids, etc.)  
Hydrography (Beds, depths, widths, currents, tides, etc.)  
Topography (Watersheds, flood plains, banks, etc.)  
Climate and weather conditions (Seasonal variations, floods, drouth and freezing.)  
Design and specification standards

#### 3. CONSTRUCTION AND MAINTENANCE

Discuss construction and maintenance problems, policies, and procedures.

#### 4. TRAFFIC INTERRUPTION FACTORS

Analyze the most critical points or features of the inland waterway network emphasizing existing or potential factors which might adversely affect traffic in time of emergency.

### C. Control and organization

#### 1. CONTROL

Ownership, governmental control and regulations affecting the inland waterway system and its principal carriers.

#### 2. ORGANIZATION

Organization and administrative structure.

#### 3. PERSONNEL

Inland Waterway Department personnel—number, general level of training and efficiency.

### D. Operations

#### 1. OPERATING FACTORS

Operational regulations, methods, and practices for freight and passenger traffic with an appraisal of the general level of efficiency using U.S. standards and methods where possible as a basis of comparison.

#### 2. TRAFFIC

Discuss normal traffic conditions, giving statistics under following headings using current year and representative annual figures to indicate trends:

Passenger  
Freight (by commodities)  
Total

#### 3. FINANCIAL DATA

Operating revenues, expenses and ratios (including governmental financial aspects.)

### E. Equipment

#### 1. GENERAL CHARACTERISTICS

A general statement as to adequacy of equipment; present condition; self sufficiency in production; amounts and types imported or exported. General characteristics, fuel used, equipment standards.

#### 2. CRAFT CENSUS

Show in tabular form:

Number  
Types  
Passenger  
Freight

#### 3. SPECIAL EQUIPMENT (repair and equipment)

Show in tabular form:

Number  
Types

**F. Principal inland waterways**

1) Select and analyze the inland waterways of prime importance to the country's economic and military requirements (attach map). The selection of waterway routes should be made on the basis of major navigable waterways which are of strategic significance. Special attention should be given to international connections.

## 2) Individual waterways

Discuss these selected waterways, pointing out their particular importance and general characteristics, including:

Route number and name  
 Starting points, terminals and route mileage  
 Limits of navigability (in terms of craft dimensions)  
 Ports  
 Name  
 Wharfage  
 Total length  
 Depths alongside  
 Port capacity (annual tonnage)  
 Storage  
 Handling facilities (cranes)  
 Structures and aids  
 Locks  
 Clearances (chamber dimensions)

Structural data  
 Operation  
 Bridges and other engineering structures  
 Location and clearance (horizontal and/or vertical) for limiting structure or structures.  
 Dams, navigational aids, etc.  
 Design and specification standards  
 Hydrography (beds, depths, width currents, tides, etc.)  
 Climate and weather conditions (seasonal variations, floods, drouth and freezing)

**G. Comments on principal sources**

This Subsection is to serve the following purposes:

- 1) To provide an evaluation of the principal source material used in preparing the Section and thereby inform the user of the general credibility to be accorded the intelligence contained in the Section.
- 2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

**Section 34. Petroleum Pipe Line**

(Treated in Subsection 62, C and Supplement V)

**Section 35. Ports and Naval Facilities****A. General**

## 1. PORTS (to be fully integrated with SECTION 33)

Comprehensive evaluative discussion covering:

Areal distribution and grouping of ports  
 Characteristics of ports in regard to: Comparative size, layout, normal commercial capacity, use, methods of operation, adequacy, and relative significance in and functional relation to the transportation system and commercial economy of the area.  
 Governmental control and administration (where relevant)

## 2. NAVAL FACILITIES

General analysis of naval facilities.

**B. Summary of ports**

## 1) Cross reference to NIS SUPPLEMENT I, Ports and Naval Facilities.

2) List principal and secondary ports.

3) Summary table of significant characteristics and facilities of principal and secondary ports using standard table with following heads:

NAME (coordinates)  
 HARBOR:  
 Type  
 Entrance (least depth and width)  
 Largest vessel accommodated (length and draft)  
 Tides (springs and neaps)  
 Ice conditions (periods closed)  
 ANCHORAGE:  
 Free-swinging berths (number and type)  
 Fixed moorings (number and type)  
 WHARVES:  
 Total linear feet (expressed in categories of depths alongside):  
 30 and over  
 25 to 29  
 19 to 24  
 13 to 18  
 6 to 12  
 Number of berths (class A, B, C, etc.; define by footnote)  
 MECHANICAL HANDLING FACILITIES  
 Cranes (number and category)  
 Specialized handling equipment (number and category)  
 Maximum single lift (tons)  
 COVERED STORAGE FACILITIES CAPACITY:  
 Transit sheds (sq ft)  
 Warehouses (sq ft)

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Cold storage (cu ft)  
 Bulk storage (cu ft)  
 Petroleum tankage (bbl)  
 CLEARANCE (out of the immediate port area)  
 Railroad lines (number, gage, and connections)  
 Roads (number and connections)  
 ESTIMATED MILITARY PORT CAPACITY\* (L/tons per 20-hour day)

**REPAIR FACILITIES:**

Graving docks (number, capacity, by vessel size, of the largest)  
 Floating dry docks (number, and capacity in tons of the largest)  
 Marine railways (number, and capacity in tons of the largest)  
 Repair plant (summary of capabilities)  
 NAVAL FACILITIES (indicate presence or absence of)  
 4) List minor ports (with coordinates)

\* Assumptions and conditions used in determination of estimate to be carried as a footnote.

**C. Summary of naval facilities**

- 1) List naval bases (with coordinates)
- 2) Summary table of activities and facilities of each base.

**D. Comments on principal sources**

This Subsection is to serve the following purposes:

1) To provide an evaluation of the principal source material used in preparing the Section and thereby inform the user of the general credibility to be accorded the intelligence contained in the Section.

2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

## *Section 36. Merchant Marine*

**A. General**

Give a brief summary of the Merchant Marine of the country including: number of ships involved, ownership, normal trade, place in the economy, general policy, and adaptability for military use.

**B. Organization**

1. OWNERSHIP (government or private)
2. ADMINISTRATION
3. NATIONAL POLICY
- To include subsidies, regulation, and international relations of the Merchant Marine.
4. FOREIGN INTERESTS
5. PERSONNEL AND TRAINING

**C. Composition**

- 1) Number of ships by type (1000 gross tons and up)
- 2) Name, speed, tonnage (GRT and DWT) size (length, breadth, depth, and draft), type of power, type of fuel used, daily fuel consumption, origin, year built, passenger accommodations, crew strength, and special equipment.
- 3) Any special modifications or readily adaptable combat features, i.e., gun emplacements
- 4) Detail

To include an analysis of the fuel, speed, tonnage, and age groupings and any conclusions

drawn therefrom. A discussion of the availability of fuel and of the number and tonnage of the vessels from 500 to 1000 gross tons.

**D. Shipping program****1. CONSTRUCTION PROGRAM**

- a. FUNDS APPROPRIATED
- b. SCHEDULE BY TYPES AND NUMBER
- c. SHIPYARD LOCATIONS
- d. AVERAGE NUMBER OF SHIPYARD WORKERS
- e. CAPACITY OF SHIPBUILDING INDUSTRY
- f. KEELS LAID — To show details for approximately one year together with long time general trends.
- g. LAUNCHINGS (same explanation as f.)
- h. DELIVERIES (same explanation as f.)

**2. PURCHASE OR SALE OF VESSELS**

List number and countries from and to which vessels were sold and new and former names for last year.

**3. CHARTERING OF VESSELS**

List number and countries from and to which vessels were chartered for past year together with any significant trends, either long time or recent.

**E. Normal shipping routes and ports of call****F. Operations and traffic**

Discuss generally the place of the Merchant Marine in the economy of the nation including such items as invisible income, exchange earned, percentage of population dependent, and other related matters.

**G. Comments on principal sources**

This Subsection is to serve the following purposes:

1) To provide an evaluation of the principal source material used in preparing the Section and thereby inform the user of the general credibility to be accorded the intelligence contained in the Section.

2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

**Section 37. Civil Air****A. General**

Over-all discussion of civil aviation within and related to the subject nation, summarizing detailed information of all topics, and generally in topical sequence, appearing in subsequent paragraphs and including:

**1. DOMESTIC STATUS**

Give a résumé of the development and present characteristics of the national civil aviation effort, with particular reference to its adequacy and effectiveness in serving the transportation needs of the nation and its capability for augmenting the military air strength. State the total number of aircraft and aviation personnel engaged in civil aviation, showing the aircraft by types, and the personnel by category of employment.

**2. INTERNATIONAL ASPECTS**

Outline briefly the position occupied by the nation in world air transportation activities, with emphasis on any important geographic relation to world air routes, and/or any significant international civil aviation affiliations.

**3. OTHER GENERAL TOPICS**

Other information which affects or applies to Civil Air but which is not appropriate to any of the main subsections.

**B. Government control and policy****1. ADMINISTRATION**

a. **LAWS AND REGULATIONS** — Summarize the basic law or laws governing civil aviation and discuss briefly any significant provisions. Itemize any general regulations which may have been adopted (i.e., those pertaining to the registry of

aircraft, the issuance of airworthiness certificates, the licensing of aviation personnel, the certification of airline companies, or other general subjects). If air corridors have been prescribed for use by foreign and/or national air carriers, give a brief discussion and supplement the text with a map on which the corridors are depicted. Indicate any further special controls applicable to foreign aircraft operating inside the nation.

b. **CONTROLLING AGENCY** — Designate the government agency (ministry, department or bureau) charged with civil aviation and outline the functional organization of the agency. Discuss briefly the effectiveness of the organization, citing salient points of strength or weakness. Supplement the text with an organization chart reflecting the channels of authority.

**2. SUPPORT**

a. **OWNERSHIP** — Discuss briefly the pattern of ownership favored by the government for national civil air enterprises, indicating the extent to which the federal and municipal governments, and/or private enterprises are permitted to participate. The degree of foreign participation, if foreign investment is authorized, should be specified. The extent to which national civil air enterprises are permitted to invest in foreign aviation enterprises should likewise be specified.

b. **SUBSIDIES** — Describe any financial aid rendered civil aviation by the government, to include both direct and indirect subsidies, indicating the method, extent and purpose of such aid.

c. **TRENDS** — If applicable, state whether the policies adapted by the government have fostered the operational capabilities and effectiveness of civil aviation, referring briefly to any future developments indicated.

**C. International relations****1. AFFILIATIONS**

Designate the international civil aviation Conventions to which the nation is signatory, and the international civil aviation organizations of which the nation is a member. Where appropriate, describe briefly the position taken by the government in regard to civil air policies of other nations (such as the U.S.-U.K. air policy).

**2. AIR AGREEMENTS**

a. **FORMAL AIR TRANSPORT AGREEMENTS** — List all formal air transport agreements and any interim agreements (or tacit understandings) contracted by the nation, and outline significant provisions. Discuss any important departure from the U.S.-sponsored standard form of agreement.

b. **FOREIGN AIR CARRIER OPERATIONS** — Indicate the foreign scheduled air carriers conducting services into the subject nation under the agreements, supplementing the text where feasible with a map depicting the services.

**3. FOREIGN INFLUENCE**

Discuss briefly any significant influence exerted on the national civil aviation effort by foreign nations, organizations or individuals. The discussion should include details of any specific foreign aid programs, such as the U.S. Economic Cooperation Administration as it relates to civil aviation. Any Communist influence should be specified.

**D. Civil air enterprises****1. SCHEDULED AIR CARRIERS**

a. **HISTORY** — Sketch briefly the history of each national scheduled air carrier, indicating the relative importance of the enterprises.

b. **OWNERSHIP** — List the interests having financial investment in each carrier, showing percentage participation, and commenting briefly on any foreign participants. Specify any investment by the national air carriers in foreign aviation enterprises.

c. **ORGANIZATION** — Discuss briefly the organizational set-up of the carriers, to include management and operations, and supplement the text with organization charts where appropriate.

d. **OPERATIONAL STRENGTH** — Tabulate for each airline company:

Name and headquarters  
Capitalization (in U.S. dollar equivalent)  
Operating base or bases  
Number and type aircraft (operational and non-operational) by base of operations  
Number and nationality of personnel (flight, ground, other) by base of operations

e. **SCHEDULED AIR SERVICES** — Discuss briefly the scope of the air services conducted by each carrier (domestic and international). Show the services currently in operation on a route map, and itemize the services on a table showing route terminals, ports of call, and number of flights per week. Note any significant charter-type services performed by these carriers.

f. **AIR CARRIER PERFORMANCE** — Indicate the general effectiveness of the carriers in providing transportation and comment briefly on such factors as adequacy and proficiency of personnel, utilization rate, accident rate, and adherence to schedules. Summarize any expansion or retrenchment programs.

**2. MISCELLANEOUS AIR CARRIERS**

Comment briefly on the activities of scheduled air carriers, charter, taxi, ambulance, crop dusting or other special air services. If the activities are of sufficient importance, present comparable data for the special carrier as is presented for the scheduled carrier companies. Otherwise, show in tabular form:

Name and headquarters  
Type of activity  
Number and type aircraft (operational and non-operational)  
Number and nationality of personnel (by category of employment)

**3. GOVERNMENT AND PRIVATE OPERATORS**

List the government agencies, individuals and/or private business enterprises (other than scheduled or miscellaneous air carriers) employing civil transport aircraft, showing the number and type of aircraft owned by each, the number and employment of aviation personnel, and the purpose for which the aircraft are utilized.

**E. Civil aviation training****1. PREPARATORY**

Describe the attitude of the government toward fostering civil aviation schools and clubs and/or other private flying activities indicating whether sports flying or pre-military training is the primary objective. Discuss the extent to which these activities are supplying the military air arm with trained or partially trained personnel.

a. **AVIATION SCHOOLS** — Give name and location of all civil aviation schools, citing whether owned and operated by the government or by private interests. Include a brief résumé of the curriculum, the instructor staff, the student body, the aircraft or glider strength, other related school facilities and equipment, and general effectiveness of the schools.

**b. AERO CLUBS** — List all aero clubs, giving location and ownership. Indicate membership, aircraft or glider strength, related equipment and general effectiveness of the clubs.

**c. OTHER** — List and cite use of training type aircraft and related equipment other than in military use owned by the government or private interests (other than schools or clubs).

## 2. AIR CREW AND GROUND PERSONNEL

Describe all training activities carried out by the national scheduled, miscellaneous or other air operators. Give details of training programs under which nationals are provided aviation training in foreign states.

## F. Services and supplies

### 1. MAINTENANCE INSTALLATIONS

Discuss briefly the maintenance installations owned and operated by the government, the air operators and/or other activities showing location, type of maintenance, standards of performance and adequacy and proficiency of maintenance personnel. Give an over-all estimate of maintenance capabilities. If pertinent, indicate maintenance arrangements with foreign nations and/or agencies.

### 2. AIRCRAFT AND SPARE PARTS

Discuss briefly the origin of aircraft and spare parts, indicating the general condition of aircraft and the adequacy of spare parts stocks.

### 3. PETROLEUM PRODUCTS

State the supply position of civil air activity with respect to aviation gasoline and lubricating oil (with a cross-reference to Subsection 62, C, Petroleum, for details).

## G. Civil air facilities

### 1. AIRFIELDS

Discuss briefly on a broad rather than a detailed basis the general adequacy of the airfields assigned for civil aviation use. Include a reference to Subsection 83, K and a general discussion of ancillary facilities such as ground handling and servicing equipment and terminal facilities. Cite joint use of airfields by military and civil aircraft.

### 2. OPERATIONAL AIDS

**a. AIDS TO NAVIGATION** — Discuss the aids to navigation, equipment used, the operating agency, and reliability of service including a reference to radio frequencies of major airports.

**b. AIRWAYS** — Discuss airways, flight traffic controls along airways, and aviation communications facilities between ground stations. Broadly cover traffic control in vicinity of airfields. Air-

ways, where existent, may be schematically shown on a map or chart.

**c. METEOROLOGICAL SERVICES** — Briefly summarize meteorological services to aircraft.

**d. AVIATION SCHOOLS AND AERO CLUB FACILITIES AND EQUIPMENT**

## H. Military potential

### 1. AIRCRAFT AVAILABILITY

Recapitulate from Subsections D and E above the total civil aircraft strength of the nation, showing totals by types. Estimate for each type the percentage normally operational, discussing maintenance, personnel or other factors upon which the estimate is based.

### 2. PERSONNEL READINESS

Recapitulate from Subsections D and E the total number of pilots and other aviation personnel engaged in civil air activities, showing totals by type of employment. Indicate the air reserve or other personnel with military aviation training in each category.

### 3. MOBILIZATION PLANS

Discuss in detail plans for integrating civil air activities into the military air arm.

## I. Means of identification

Describe the markings, emblems or insignia used to identify national civil aircraft or to distinguish major individual owners; and uniforms and insignia worn in any phase of the civil aviation effort. Black and white page-sized drawings or photographs with color notations may be utilized.

## J. Personalities

Name the important personalities connected with civil aviation including officials of the government, the airline companies and any other important civil aviation activity, showing the position held by each. Supply a brief biographical sketch, to include aviation experience and political affiliations, of the leading personalities.

## K. Comments on principal sources

This Subsection is to serve the following purposes:

- 1) To provide an evaluation of the principal source material used in preparing the Section and thereby inform the user of the general credibility to be accorded the intelligence contained in the Section.
- 2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.

## Section 38. Telecommunications

### A. General

#### 1. BACKGROUND AND SIGNIFICANCE

Brief history of telecommunications, including basic reason for development of telecommunications facilities (political, economic, military)

Relative importance of different media

Extent of integration of various media

Over-all telecommunication coverage, adequacy, and service capabilities

General plans for expansion or change

Specific effect of special topographic or meteorological conditions on telecommunications

#### 2. ADMINISTRATION AND CONTROL

Government administration (including chart)

Personnel:

Names of top-level personnel

Educational facilities for technical personnel

Technical abilities of native personnel and use of foreign personnel in operation or maintenance of facilities

Censorship policy, regulations, and procedure, and location of censorship offices

#### 3. SOURCE OF EQUIPMENT

Imports and exports of raw material and telecommunications materiel

Domestic production of telecommunications materiel

Support provided by domestic research and development

#### 4. MAJOR ASPECTS OF PRIVACY SYSTEMS

### B. Military appreciation and vulnerability

#### 1. MILITARY USE OF TELECOMMUNICATIONS SYSTEMS

National policy concerning use of telecommunications facilities by the military in peace time and war time

Reserve capacity available for military use

Capacity available by confiscation

Adaptability of systems and facilities to military use

#### 2. VULNERABILITY

Physical and electrical features which contribute to vulnerability or lack of vulnerability, including

critical aspects of power and emergency power sources, and aspects especially susceptible to damage by sabotage

Potential bottlenecks—points of heavy traffic with minimum possibility of rerouting in event existing service is disrupted.

### C. Domestic facilities

#### 1. GENERAL

Special government administrative controls concerning domestic facilities, including assignment of call letter blocks and prescribing amateur regulations

Operational organizations and their relationship to other domestic or foreign organizations:

Names of key personnel of operating organizations  
Number, nationalities, and efficiencies of personnel in operating organizations

#### 2. TELEPHONE

Adequacy, efficiency, and dependability of telephone service; interconnection and integration with other facilities

Analysis of service rendered by systems shown on accompanying wire map:

Capability to accommodate centers of population and geographic areas  
Patterns and significance of various networks  
Traffic capacities of circuits and exchanges  
Operating condition of equipment  
Services offered by special and private networks (utilities, railways, pipelines, airfields, etc.)  
Services other than telephone provided by the systems  
Use of power lines for transmission of telecommunications

Location, availability, and capabilities of repair shops and personnel

Location and content of major warehouses or depots

#### 3. TELEGRAPH

Same type coverage as for telephone. If all telephone and telegraph systems use joint facilities, Subsections 2 and 3 may be combined

#### 4. RADIO

a. COMMUNICATIONS—Adequacy, efficiency, and dependability of service; interconnection and integration with other facilities

Analysis of service rendered by stations and networks shown on accompanying radio map:

CONTINUE  
 Capabilities to accommodate centers of population and geographic areas  
 Present and potential traffic capacities  
 Operating condition of equipment  
 Significance of amateur potential  
 Services offered by special communications networks  
 Facsimile service

Location, availability, and capabilities of repair shops and personnel

Location, availability, and content of major warehouses or depots

b. BROADCASTING (INCLUDE FM AND TELEVISION) — Adequacy, efficiency, and dependability of broadcasting service; interconnection and integration with other facilities

Analysis of service rendered by stations and networks shown on accompanying radio map:

Present and potential country coverage and approximate service areas of stations and networks  
 Services offered by special broadcast networks  
 Services offered by public address systems  
 Operating condition of equipment  
 Critical aspects of relay and remote control arrangements

Number, types, and distribution of receiver sets

Location, availability, and capabilities of repair shops and personnel

Location, availability, and content of major warehouses and depots

c. OTHER

Major aspects of civil radar, navigational devices, meteorological and ionospheric stations, and direction finders

Use of radio link

D. International facilities

1. GENERAL

Adequacy, efficiency, and dependability of service  
 Analysis of service capabilities of facilities shown on accompanying telecommunications map:

Present and potential traffic capacities and effect on all telecommunications  
 Names of key personnel of operating organizations  
 Number, nationalities, and efficiencies of personnel in operating organizations

2. SUBMARINE CABLES

Adequacy, efficiency, and dependability of submarine cable service; integration and interconnection with other facilities

Analysis of service capabilities of cables shown on accompanying country telecommunications map:

Present and potential traffic capacities and effect on all telecommunications  
 Operating condition of cables and terminal equipment

Number of international circuits  
 Cable huts and terminals  
 Location, availability, and capabilities of repair shops and personnel  
 Location, availability, and content of major warehouses or depots

3. LANDLINES

Adequacy, efficiency, and dependability of service of lines shown on accompanying country map; integration and interconnection with other telecommunication facilities

Analysis of service capabilities:

Present and potential traffic capacities  
 Operating condition of lines and equipment  
 Significance of international transit routes  
 Significance of points where lines cross the border

Location, availability, and capabilities of repair shops and personnel

Location, availability, and content of major warehouses or depots

4. RADIO (Communications, Broadcasting, Radiotelephone, Radiotelegraph and Facsimile)

Adequacy, efficiency, and dependability of service; interconnection with other countries and integration with domestic facilities

Analysis of service capabilities:

Present and potential traffic capacities  
 Operating condition of equipment  
 International broadcast coverage  
 Number of international circuits

Major aspects of monitoring, jamming, clandestine, and Voice of America relay stations

Location, availability, and capabilities of repair shops and personnel

Location, availability, and content of major warehouses and depots

E. Comments on principal sources

This Subsection is to serve the following purposes:

1) To provide an evaluation of the principal source material used in preparing the Section and thereby inform the user of the general credibility to be accorded the intelligence contained in the Section.

2) To indicate those aspects of the subject about which information is deficient or unavailable and thereby provide collectors of information with collection targets. In this connection, the principal sources (not necessarily all sources) actually used should be indicated.